

Employee Post-Travel Disclosure of Travel Expenses

Date/Time Stamp:

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2019 DEC -9 PM 5:15

Post-Travel Filing Instructions: Complete this form within 30 days of returning from travel. Submit all forms to the Office of Public Records in 232 Hart Building.

In compliance with Rule 35.2(a) and (c), I make the following disclosures with respect to travel expenses that have been or will be reimbursed/paid for me. I also certify that I have attached:

- ☒ The **original** Employee Pre-Travel Authorization (Form RE-1), **AND**
☒ A **copy** of the Private Sponsor Travel Certification Form with all attachments (itinerary, invitee list, etc.)

Private Sponsor(s) (list all): Association of Community College Trustees (ACCT)

Travel date(s): October 17-19, 2019

Name of accompanying family member (if any): None

Relationship to Traveler: ☐ Spouse ☐ Child

IF THE COST OF LODGING DID NOT INCREASE DUE TO THE ACCOMPANYING SPOUSE OR DEPENDENT CHILD, ONLY INCLUDE LODGING COSTS IN EMPLOYEE EXPENSES. (Attach additional pages if necessary.)

Expenses for Employee:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate		<u>\$815.16</u>		
<input checked="" type="checkbox"/> Actual Amount				

Expenses for Accompanying Spouse or Dependent Child (if applicable):

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate				
<input type="checkbox"/> Actual Amount				

Provide a description of all meetings and events attended. See Senate Rule 35.2(c)(6). (Attach additional pages if necessary.):

During the visit to the conference, I spoke on a panel about Congressional priorities in the Higher Education Act reauthorization and attended sessions on education for incarcerated adults and student success

12/09/19

(Date)

ANDREW LACASSE

(Printed name of traveler)

[Signature]

(Signature of traveler)

TO BE COMPLETED BY SUPERVISING MEMBER/OFFICER:

I have made a determination that the expenses set out above in connections with travel described in the Employee Pre-Travel Authorization form, are necessary transportation, lodging, and related expenses as defined in Rule 35.

12/09/19

(Date)

Lamar Alexander

(Signature of Supervising Senator/Officer)

EMPLOYEE PRE-TRAVEL AUTHORIZATION

Pre-Travel Filing Instructions: Complete and submit this form at least 30 days prior to the travel departure date to the **Select Committee on Ethics in SH-220**. Incomplete and late travel submissions will not be considered or approved. This form must be typed and is available as a fillable PDF on the Committee's website at ethics.senate.gov. Retain a copy of your entire pre-travel submission for your required post-travel disclosure.

ETHIC SEP17*19pm 4:00

Name of Traveler: Andrew LaCasseEmploying Office/Committee: Senate HELP CommitteePrivate Sponsor(s) (list all): Association of Community College Trustees (ACCT)Travel date(s): October 17-19, 2019*Note: If you plan to extend the trip for any reason you must notify the Committee.*Destination(s): San Francisco, CA

Explain how this trip is specifically connected to the traveler's official or representational duties:

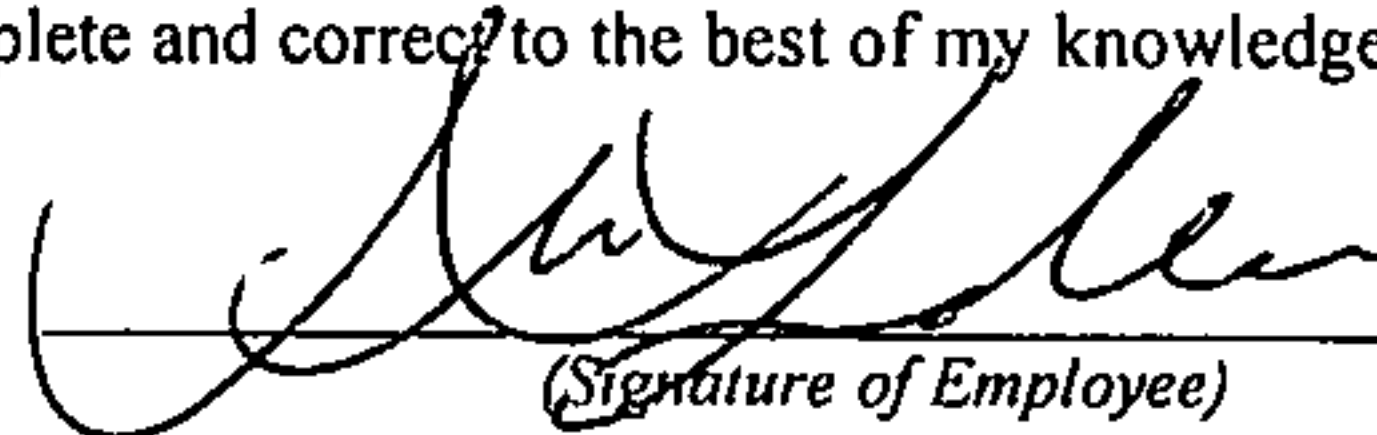
Within my policy portfolio, I handle issues related to community colleges, college affordability, access to education for incarcerated individuals, student loans, and other areas that will be covered at this conference. Additionally, I am speaking in an official capacity at this event on a panel to cover the status of the HELP Committee's work on the Higher Education Act.

Name of accompanying family member (if any): _____

Relationship to Employee: ☐ Spouse ☐ Child

I certify that the information contained in this form is true, complete and correct to the best of my knowledge:

09/17/19
 (Date)


 (Signature of Employee)

TO BE COMPLETED BY SUPERVISING SENATOR/OFFICER (President of the Senate, Secretary of the Senate, Sergeant at Arms, Secretary for the Majority, Secretary for the Minority, and Chaplain):

I, Senator Lamar Alexander hereby authorize Andrew LaCasse
 (Print Senator's/Officer's Name) (Print Traveler's Name)

an employee under my direct supervision, to accept payment or reimbursement for necessary transportation, lodging, and related expenses for travel to the event described above. I have determined that this travel is in connection with his or her duties as a Senate employee or an officeholder, and will not create the appearance that he or she is using public office for private gain.

I have also determined that the attendance of the employee's spouse or child is appropriate to assist in the representation of the Senate. (signify "yes" by checking box) ☐

09/17/19
 (Date)

Lamar Alexander
 (Signature of Supervising Senator/Officer)

PRIVATE SPONSOR TRAVEL CERTIFICATION FORM

This form must be completed by any private entity offering to provide travel or reimbursement for travel to Senate Members, officers, or employees (Senate Rule 35, clause 2). Each sponsor of a fact-finding trip must sign the completed form. The trip sponsor(s) must provide a copy of the completed form to each invited Senate traveler, who will then forward it to the Ethics Committee with any other required materials. The trip sponsor(s) should NOT submit the form directly to the Ethics Committee. Please consult the accompanying instructions for more detailed definitions and other key information.

The Senate Member, officer, or employee MUST also provide a copy of this form, along with the appropriate travel authorization and reimbursement form, to the Office of Public Records (OPR), Room 232 of the Hart Building, within thirty (30) days after the travel is completed.

1. Sponsor(s) of the trip (please list all sponsors): Association of Community College Trustees
2. Description of the trip: Attend and present at an educational conference on community colleges and higher education policy
3. Dates of travel: October 17-19, 2019
4. Place of travel: San Francisco, CA
5. Name and title of Senate invitees: Bryce McKibben, Sr. Policy Adv. & Andrew LaCasse, Ed Policy Adv.
6. I certify that the trip fits one of the following categories:
☐ (A) The sponsor(s) are not registered lobbyists or agents of a foreign principal and do not retain or employ registered lobbyists or agents of a foreign principal and no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.
— OR —
☒ (B) The sponsor or sponsors are not registered lobbyists or agents of a foreign principal, but retain or employ one or more registered lobbyists or agents of a foreign principal and the trip meets the requirements of Senate Rule 35.2(a)(2)(A)(i) or (ii) (*see question 9*).
7. ☒ I certify that the trip will not be financed in any part by a registered lobbyist or agent of a foreign principal.
— AND —
☒ I certify that the sponsor or sponsors will not accept funds or in-kind contributions earmarked directly or indirectly for the purpose of financing this specific trip from a registered lobbyist or agent of a foreign principal or from a private entity that retains or employs one or more registered lobbyists or agents of a foreign principal.
8. I certify that:
☒ The trip will not in any part be planned, organized, requested, or arranged by a registered lobbyist or agent of a foreign principal except for *de minimis* lobbyist involvement.
— AND —
☒ The traveler will not be accompanied on the trip by a registered lobbyist or agent of a foreign principal except as provided for by Committee regulations relating to lobbyist accompaniment (*see question 9*).

9. **USE ONLY IF YOU CHECKED QUESTION 6(B)**

I *certify* that if the sponsor or sponsors retain or employ one or more registered lobbyists or agents of a foreign principal, one of the following scenarios applies:

☐ (A) The trip is for attendance or participation in a one-day event (exclusive of travel time and one overnight stay) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip.

— OR —

☒ (B) The trip is for attendance or participation in a one-day event (exclusive of travel time and two overnight stays) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip (*see questions 6 and 10*).

— OR —

☐ (C) The trip is being sponsored only by an organization or organizations designated under § 501(c)(3) of the Internal Revenue Code of 1986 and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.

10. **USE ONLY IF YOU CHECKED QUESTION 9(B)**

If the trip includes two overnight stays, please explain why the second night is practically required for Senate invitees to participate in the travel:

The proposed schedule and cross-country flight would necessitate a two night stay.

11. ☒ An itinerary for the trip is attached to this form. I *certify* that the attached itinerary is a detailed (hour-by-hour), complete, and final itinerary for the trip.

12. Briefly describe the role of each sponsor in organizing and conducting the trip:

The Association of Community College Trustees (ACCT) is organizing an educational conference for its membership and interested parties.

13. Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:

ACCT is a membership organization and the conference benefits community college governing board members by enhancing their knowledge about issues impacting community colleges and students.

14. Briefly describe each sponsor's prior history of sponsoring congressional trips:

ACCT sponsored two House committee staffers to attend and present at an educational conference in 2018 in New York City.

15. Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips):

ACCT is the sponsor of an annual education conference on community college policy and governance.

ACCT also provides educational workshops for members and publications supported by grants.

16. Total Expenses for Each Participant:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses
<input type="checkbox"/> Good Faith estimate		\$815.16		
<input checked="" type="checkbox"/> Actual Amounts				

17. State whether a) the trip involves an event that is arranged or organized *without regard* to congressional participation or b) the trip involves an event that is arranged or organized *specifically with regard* to congressional participation:

The event is organized without regard to congressional participation.

18. Reason for selecting the location of the event or trip

The annual conference is held in a different city annually. Cities are selected based on conference space and regional diversity.

19. Name and location of hotel or other lodging facility:

Hilton San Francisco Union Square, 333 O'Farrell St, San Francisco, CA 94102

20. Reason(s) for selecting hotel or other lodging facility:

This is the conference hotel.

21. Describe how the daily expenses for lodging, meals, and other expenses provided to trip participants compares to the maximum per diem rates for official Federal Government travel:

The GSA per diem rate for San Francisco is \$299. The Hilton San Francisco Union Square is \$350 plus tax per night. Meals will not be provided.

22. Describe the type and class of transportation being provided. Indicate whether coach, business-class or first class transportation will be provided. If first-class fare is being provided, please explain why first-class travel is necessary:

ACCT will not be providing transportation. Expense to be paid by committee office.

23. ☒ I represent that the travel expenses that will be paid for or reimbursed to Senate invitees do not include expenditures for recreational activities, alcohol, or entertainment (other than entertainment provided to all attendees as an integral part of the event, as permissible under Senate Rule 35).

24. List any entertainment that will be provided to, paid for, or reimbursed to Senate invitees and explain why the entertainment is an integral part of the event:

None.

25. I hereby *certify* that the information contained herein is true, complete and correct. (For trips involving more than one sponsor, you *must* include a completed signature page for each additional sponsor):

Signature of Travel Sponsor: Diane Hsiung

Name and Title: Diane Hsiung, Membership Services Associate

Name of Organization: Association of Community College Trustees (ACCT)

Address: 1101 17th Street, Suite 300, Washington, DC 20036

Telephone Number: 202-775-4452

Fax Number: N/A

E-mail Address: dhsiung@acct.org

UNCLASSIFIED

LaCasse, Andrew (HELP Committee)

From: Diane Hsiung <DHsiung@acct.org>
Sent: Thursday, July 18, 2019 10:38 AM
To: LaCasse, Andrew (HELP Committee)
Subject: Invitation - Community College Conference in San Francisco

Good Morning Andrew,

I'm writing to invite you to the Association of Community College Trustees (ACCT) National Leadership Congress, which will be held from October 16-19 at the Hilton Union Square in San Francisco.

The event brings together more than 2,000 trustees, presidents, chancellors, government officials, foundation representatives, and other community college leaders. It includes over 100 concurrent sessions on topics ranging from accreditation and innovation to financing and federal student aid. Many of these sessions are applicable to federal policy and the reauthorization of the Higher Education Act.

We'd like to invite you to present at a concurrent session updating attendees on the reauthorization Higher Education Act, meet with college trustees and presidents, as well as attend relevant parts of the conference. The Higher Education Act session would be held on Friday, October 18th. ACCT can provide lodging per Congressional guidelines.

Thank you for your consideration.

Diane Hsiung
Membership Services Associate
Association of Community College Trustees
1101 17th Street, Suite 300
Washington, D.C. 20036
202-775-4452 (Direct)



SAVE THE DATE! OCTOBER 16 - 19, 2019
SAN FRANCISCO, CALIFORNIA
CONGRESS.ACCT.ORG

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A Case Study on the Power of Students and Trustees in Systemic Reform

9:15 AM – 10:15 AM

Bridges to Student Success

Golden Gate 5 - Lobby Level

10:30 AM – 11:30 AM

Congressional Priorities for Reforming Higher Education

Bryce McKibben and Andrew LaCasse present

Westside Ballroom, Salon 3 - Fifth Floor

2:15 PM - 3:15 PM

In the Know Forum: Community Colleges Leading the Way In Prison Education

Imperial A - Ballroom Level

3:30 PM – 4:30 PM

College Promise: Beyond the Free Tuition

Continental 2 - Ballroom Level